

AD 691352

# UNITED STATES AIR FORCE JOB INVENTORY



## AIRMEN SUPPLY SERVICES CAREER FIELD

AFSCs 61130, 61150, 61170  
61230, 61250, 61270, 61290

JOB SPECIALTY SURVEY DIVISION  
HEADQUARTERS LACKLAND MILITARY TRAINING CENTER  
AIR TRAINING COMMAND  
LACKLAND AFB, TEXAS 78236

AFPT 90-611-808

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## INSTRUCTIONS

1. To qualify for this survey you must have a Duty AFSC of 61130, 61150, 61170, 61230, 61250, 61270, or 61290; you must have held your duty AFSC for at least six weeks; and you must have been working in your present job assignment for at least six weeks.
2. First, fill in the items in the BACKGROUND INFORMATION section, pages ii through viii. Be sure to complete each item.
3. Then, turn to page 1 of the inventory booklet.
  - a. READ all the tasks listed in Duties A through J. As you read the tasks in Duties A through J, place a CHECK beside each task you perform in your present job.
  - b. NEXT, follow the INSTRUCTIONS which begin on page 26 for the remaining Duties K through Z. As you will see, tasks in Duties K through Z are based on specific job functions. Duty K (on page 26) for example, lists tasks that would be performed in a central meat processing facility. Duty L (on page 29) lists redistribution and marketing tasks.
  - c. Follow the instructions to locate the duties which lists the tasks you perform in your present job and read through these tasks as you did for the tasks in Duties A through J. As you read the tasks, place a CHECK beside the tasks you perform in your present job.
4. In checking the tasks, do not confuse work you do yourself with work you supervise. If you supervise certain tasks and also perform the task yourself, you will check both kinds of tasks. If you only supervise the task, check only the supervising task.
5. If any task you perform is not listed under any of the duties in the booklet, write it on the blank page at the end of the booklet. Do not add classified tasks.
6. After you have checked ALL the tasks you now perform, TURN BACK TO PAGE 1 AGAIN. You are now to make TIME SPENT ratings on the tasks that you perform in your CURRENT JOB. TIME SPENT means the total time you spend doing the task compared with the time you spend on each of the other tasks that you do in your current job. Using the 7-point scale at the top of the column entitled "TIME SPENT CURRENT JOB," place your ratings for each task you perform in your current job in that column. You use the rating of "1" if you spend a very much below average amount of time on a task; you use the rating of "2" for below average time; and so on up to a rating of "7" if you spend a very much above average amount of time on the task.
7. Remember that you are to make a check and then a rating. First, check the tasks you perform in your current job. Second, rate these tasks. Third, check the Background Information Section to make sure you have answered each item.

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BACKGROUND INFORMATION					DATE		CASE CONTROL NUMBER					
PLEASE PRINT INFORMATION REQUESTED AND CHECK APPLICABLE BLANKS							1-4					
LAST NAME		FIRST NAME			MIDDLE INITIAL							
5-22												
GRADE		<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">1 <input type="checkbox"/> AB</div> <div style="text-align: center;">2 <input type="checkbox"/> AMN</div> <div style="text-align: center;">3 <input type="checkbox"/> AIC</div> <div style="text-align: center;">4 <input type="checkbox"/> SGT</div> <div style="text-align: center;">5 <input type="checkbox"/> SSGT</div> <div style="text-align: center;">6 <input type="checkbox"/> TSGT</div> <div style="text-align: center;">7 <input type="checkbox"/> MSGT</div> <div style="text-align: center;">8 <input type="checkbox"/> SMSGT</div> <div style="text-align: center;">9 <input type="checkbox"/> CMSGT</div> </div>							(23)		MAJOR COMMAND	
AIR FORCE SERVICE NUMBER <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <input type="text"/><input type="text"/>              PREFIX (24-25)           </div> <div style="text-align: center;"> <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/>              NUMBER (26-33)           </div> </div>				PRIMARY AFSC <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <input type="text"/>              PREFIX (34)           </div> <div style="text-align: center;"> <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/>              NUMBER (35-39)           </div> <div style="text-align: center;"> <input type="text"/>              SUFFIX (40)           </div> </div>				<div style="display: flex; flex-direction: column;"> <div>AAC <input type="checkbox"/> A</div> <div>ACIC <input type="checkbox"/> G</div> <div>ADC <input type="checkbox"/> C</div> <div>AFAPC <input type="checkbox"/> E</div> <div>AFC5 <input type="checkbox"/> Y</div> <div>AFLC <input type="checkbox"/> F</div> <div>AFSC <input type="checkbox"/> H</div> <div>ATC <input type="checkbox"/> J</div> <div>AU <input type="checkbox"/> K</div> <div>CONAC <input type="checkbox"/> M</div> <div>HQ COMD <input type="checkbox"/> P</div> <div>HQ USAF <input type="checkbox"/> N</div> <div>MAC <input type="checkbox"/> Q</div> <div>OAR <input type="checkbox"/> X</div> <div>PACAF <input type="checkbox"/> R</div> <div>SAC <input type="checkbox"/> S</div> <div>TAC <input type="checkbox"/> T</div> <div>USAF A <input type="checkbox"/> B</div> <div>USAFE <input type="checkbox"/> D</div> <div>USAFSO <input type="checkbox"/> L</div> <div>USAFSS <input type="checkbox"/> U</div> </div>				
ORGANIZATION (CARD 99: 5-69)				DUTY AFSC <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <input type="text"/>              PREFIX (41)           </div> <div style="text-align: center;"> <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/>              NUMBER (42-46)           </div> <div style="text-align: center;"> <input type="text"/>              SUFFIX (47)           </div> </div>								
BASE OR INSTALLATION (CARD 99: 70-73)				TOTAL MONTHS IN DUTY AFSC <div style="text-align: center;"> <input type="text"/><input type="text"/><input type="text"/>              (48-50)           </div>								
TOTAL MONTHS AT PRESENT BASE <div style="text-align: center;"> <input type="text"/><input type="text"/><input type="text"/>              (51-53)           </div>				TOTAL MONTHS IN PRESENT WORK ASSIGNMENT <div style="text-align: center;"> <input type="text"/><input type="text"/><input type="text"/>              (54-56)           </div>								
TOTAL MONTHS IN CAREER FIELD <div style="text-align: center;"> <input type="text"/><input type="text"/><input type="text"/>              (57-59)           </div>				TOTAL MONTHS ACTIVE FEDERAL MILITARY SERVICE <div style="text-align: center;"> <input type="text"/><input type="text"/><input type="text"/>              (60-62)           </div>								
NUMBER OF SUBORDINATES WHO REPORT TO YOU DIRECTLY FOR SUPERVISION <div style="text-align: center;"> <input type="text"/>              (63-64)           </div>				IF YOU CROSS-TRAINED INTO YOUR PRESENT AFSC, WHAT WAS YOUR PREVIOUS AFSC?  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <input type="text"/>              PREFIX (65)           </div> <div style="text-align: center;"> <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/>              NUMBER (66-70)           </div> <div style="text-align: center;"> <input type="text"/>              SUFFIX (71)           </div> </div>								
DUTY TELEPHONE EXTENSION <div style="text-align: center;"> <input type="text"/>              (72)           </div>												
PRESENT WORK ASSIGNMENT (JOB TITLE) (CARD 02: 5-73)												
CHECK BELOW THE METHOD BY WHICH YOU WERE ASSIGNED TO YOUR PRESENT CAREER LADDER: (CARD 03)												
A BYPASSED SPECIALIST <input type="checkbox"/> (5)			RECOMMENDED DUTY ASSIGNMENT FROM BASIC MILITARY TRAINING <input type="checkbox"/> (10)									
CLASSIFICATION BOARD ACTION <input type="checkbox"/> (6)			REENLISTMENT FROM ANOTHER BRANCH OF SERVICE <input type="checkbox"/> (11)									
COMPLETION OF BASIC TECHNICAL COURSE <input type="checkbox"/> (7)			RETRAINING FROM ANOTHER CAREER FIELD <input type="checkbox"/> (12)									
CONVERSION FROM OBSOLETE AFSC IN SAME CAREER FIELD <input type="checkbox"/> (8)			IF YOU WERE CONVERTED INTO YOUR AFSC, WHAT WAS YOUR PREVIOUS AFSC <input type="checkbox"/> (13)									
DIRECTED DUTY ASSIGNMENT FROM BASIC MILITARY TRAINING <input type="checkbox"/> (9)												

### BACKGROUND INFORMATION (Continued)

CIRCLE THE HIGHEST EDUCATION LEVEL (OR GED EQUIVALENT) YOU HAVE COMPLETED: (CARD 03: 14-15)

ELEMENTARY				HIGH SCHOOL				COLLEGE				GRADUATE	
05	06	07	08	09	10	11	12	13	14	15	16	17	18

YOUR RESPONSES TO THE FOLLOWING THREE ITEMS WILL BE HELD IN STRICT CONFIDENCE AND WILL BE USED FOR RESEARCH PURPOSES ONLY. (CARD 03: 16-18)

I PLAN TO REENLIST: (16)	I FIND MY JOB: (17)	MY JOB UTILIZES MY TALENTS AND TRAINING: (18)
NO, I PLAN TO RETIRE <input type="checkbox"/> 1	EXTREMELY DULL <input type="checkbox"/> 1	NOT AT ALL <input type="checkbox"/> 1
NO, I PLAN TO SEPARATE WITHOUT RETIREMENT BENEFITS <input type="checkbox"/> 2	VERY DULL <input type="checkbox"/> 2	VERY LITTLE <input type="checkbox"/> 2
UNCERTAIN, PROBABLY NO <input type="checkbox"/> 3	FAIRLY DULL <input type="checkbox"/> 3	FAIRLY WELL <input type="checkbox"/> 3
UNCERTAIN, PROBABLY YES <input type="checkbox"/> 4	SO-SO <input type="checkbox"/> 4	QUITE WELL <input type="checkbox"/> 4
YES <input type="checkbox"/> 5	FAIRLY INTERESTING <input type="checkbox"/> 5	VERY WELL <input type="checkbox"/> 5
	VERY INTERESTING <input type="checkbox"/> 6	EXCELLENTLY <input type="checkbox"/> 6
	EXTREMELY INTERESTING <input type="checkbox"/> 7	PERFECTLY <input type="checkbox"/> 7

MY JOB IS LOCATED AT AN INSTALLATION WHICH IS: (CARD 03: 19-20)

INSIDE THE CONTINENTAL U. S. (ZONE OF THE INTERIOR) ☐ (19)  
 OUTSIDE THE CONTINENTAL U. S. (INCLUDING ALASKA AND HAWAII) ☐ (20)

MY JOB IS LOCATED: (CARD 03: 21-23)

- (21) ☐ Isolated site  
 (22) ☐ Remote site  
 (23) ☐ Non-remote or Non-isolated

HAVE YOU BEEN CROSS-TRAINED (CARD 03:24) FROM AFSC 611X0 INTO ANOTHER CAREER FIELD?

☐ YES ☐ NO (24)

IF YOU WERE CROSS-TRAINED FROM AFSC 611X0 INTO ANOTHER CAREER FIELD, LIST AFSC:

\_\_\_\_\_

HAVE YOU COMPLETED ANY TRAINING COURSES RELATED TO YOUR CAREER FIELD? (CARD 03: 25-31)

☐ YES ☐ NO (25)

IF SO, CHECK COURSES YOU HAVE COMPLETED:

(26) ☐ AAR61170 or AAR61170-1 or 3AAR61170-1, Supply Services Supervisor

(27) ☐ AJF75000-24 or 4AJF75000-24, OJT Trainer/Supervisor Course

(28) ☐ AJF75000-40 or 4AJF75000-40, OJT Administrator Course

(29) ☐ AZA61150-1 or 5AZA61150, Defense Metals Identification

(30) ☐ AZR61150 or AZR61150-1 or 3AZR61150-1, Defense Metals Identification

(31) ☐ AZR61170-1 or AZR61170-2 or 3AZR61170-2, Redistribution and Marketing

(continued next page)

# BACKGROUND INFORMATION (Continued)

(CARD 03: 32-45)

(32) ☐ AZR65170-8 Technical Representatives of Contracting Officer

(39) ☐ ECI6423, Warehousing

(33) ☐ ATS64270 or SS64270-1 Commissary NCOIC Course

(40) ☐ ECI Supply Specialist

(34) ☐ CDC61150, Supply Services

(41) ☐ American Institute of Laundry

(35) ☐ CDC61170, Supply Services Supervisor

(42) ☐ Army Quartermaster Laundry Course

(36) ☐ CDC61250, Meatcutter

(43) ☐ National Institute of Dry Cleaning

(37) ☐ ECI6220, Supply Services Operations Officer

(44) ☐ Navy Laundry Handbook Course

(38) ☐ ECI6230, Supply Services Sales Officer

(45) ☐ Thormac Prepacking Institute for Meat and Produce

CHECK THE FUNCTION TO WHICH YOU WERE ASSIGNED DURING UPGRADE TRAINING: CHECK MORE THAN ONE FUNCTION IF YOU CHANGED ASSIGNMENT DURING UPGRADE TRAINING:

(CARD 03: 46-57)

## 3 TO 5-SKILL LEVEL

## 5 TO 7-SKILL LEVEL

(46) ☐ Central Meat Plant

(52) ☐ Central Meat Plant

(47) ☐ Clothing Sales

(53) ☐ Clothing Sales

(48) ☐ Commissary

(54) ☐ Commissary

(49) ☐ Laundry and Dry Cleaning

(55) ☐ Laundry and Dry Cleaning

(50) ☐ Redistribution and Marketing

(56) ☐ Redistribution and Marketing

(51) ☐ Other (specify)

(57) ☐ Other (specify)

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### BACKGROUND INFORMATION (Continued)

CHECK ALL AREAS IN WHICH YOU HAVE HAD  
AT LEAST SIX MONTHS EXPERIENCE:

(CARD 03: 58-73)

(CARD 04: 05-17)

- |  |  |
|--|--|
| <p>(58) <input type="checkbox"/> Book Store</p> <p>(59) <input type="checkbox"/> Clothing Sales</p> <p>(60) <input type="checkbox"/> Clothing Sales Backup Store</p> <p>(61) <input type="checkbox"/> Commissary Annex</p> <p>(62) <input type="checkbox"/> Commissary Meat Department</p> <p>(63) <input type="checkbox"/> Commissary Sales (exclude meat)</p> <p>(64) <input type="checkbox"/> Data Processing or PCAM</p> <p>(65) <input type="checkbox"/> Exchange (CONUS)</p> <p>(66) <input type="checkbox"/> Exchange (OVERSEAS)</p> <p>(67) <input type="checkbox"/> Exchange (SITE)</p> <p>(68) <input type="checkbox"/> Housing and Billeting</p> <p>(69) <input type="checkbox"/> Laundry Collection Point</p> <p>(70) <input type="checkbox"/> Laundry-Dry Cleaning Plant (CONUS)</p> <p>(71) <input type="checkbox"/> Laundry-Dry Cleaning Plant (OVERSEAS)</p> <p>(72) <input type="checkbox"/> Laundry or Dry Cleaning Activity</p> | <p>(73) <input type="checkbox"/> Linen Exchange</p> <p>(05) <input type="checkbox"/> Meat Processing Plant</p> <p>(06) <input type="checkbox"/> Mortuary Affairs (CONUS)</p> <p>(07) <input type="checkbox"/> Mortuary Affairs (OVERSEAS)</p> <p>(08) <input type="checkbox"/> NCO Club Management</p> <p>(09) <input type="checkbox"/> Off-Base Housing Referral</p> <p>(10) <input type="checkbox"/> Office Records</p> <p>(11) <input type="checkbox"/> OJT Monitor</p> <p>(12) <input type="checkbox"/> Redistribution and Marketing</p> <p>(13) <input type="checkbox"/> Services Inspector</p> <p>(14) <input type="checkbox"/> Staff Level Assignment</p> <p>(15) <input type="checkbox"/> Warehousing - Cold Storage</p> <p>(16) <input type="checkbox"/> Warehousing - Commissary</p> <p>(17) <input type="checkbox"/> Other (specify)</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|--|--|

CHECK WORK AREAS IN WHICH YOU SPEND  
MOST OF YOUR TIME IN YOUR PRESENT  
ASSIGNMENT:

(CARD 04: 18-24)

- |   |   |
|---|---|
| <p>(18) <input type="checkbox"/> Staff Level (Check areas in which most time is spent)</p> <p>(19) <input type="checkbox"/> Billeting</p> <p>(20) <input type="checkbox"/> Central Meat Plant</p> <p>(21) <input type="checkbox"/> Clothing Sales Store</p> | <p>(22) <input type="checkbox"/> Clothing Sales Backup Storage</p> <p>(23) <input type="checkbox"/> Commissary Annex</p> <p>(24) <input type="checkbox"/> Commissary Sales Store (include meat)</p> |
|---|---|

(continued next page)

# **BACKGROUND INFORMATION (Continued)**

(CARD 04: 25-45)

- |  |  |
|--|--|
| (25) <input type="checkbox"/> Commissary Sales Store - Stocking  | (36) <input type="checkbox"/> Laundry-Dry Cleaning Plant (OVERSEAS)          |
| (26) <input type="checkbox"/> Commissary Warehouse               | (37) <input type="checkbox"/> Laundry or Dry Cleaning Activity               |
| (27) <input type="checkbox"/> Consolidated Area Exchange         | (38) <input type="checkbox"/> Linen Exchange                                 |
| (28) <input type="checkbox"/> Exchange (CONUS)                   | (39) <input type="checkbox"/> Mortuary Affairs (CONUS)                       |
| (29) <input type="checkbox"/> Exchange (OVERSEAS)                | (40) <input type="checkbox"/> Mortuary Affairs (OVERSEAS)                    |
| (30) <input type="checkbox"/> Exchange (SITE)                    | (41) <input type="checkbox"/> Office Records, Reports, or Accounting Section |
| (31) <input type="checkbox"/> Housing                            | (42) <input type="checkbox"/> OJT Monitor                                    |
| (32) <input type="checkbox"/> Housing Supply                     | (43) <input type="checkbox"/> Redistribution and Marketing                   |
| (33) <input type="checkbox"/> Instructing Technical Course       | (44) <input type="checkbox"/> Services Inspector                             |
| (34) <input type="checkbox"/> Laundry Collection Point           | (45) <input type="checkbox"/> Other (specify)                                |
| (35) <input type="checkbox"/> Laundry-Dry Cleaning Plant (CONUS) | _____  |

## **CHECK ITEMS THAT ARE MECHANIZED IN YOUR ACTIVITY:**

(CARD 04: 46-54)

- |  |   |
|--|---|
| (46) <input type="checkbox"/> Inventories                | (52) <input type="checkbox"/> Requisitions - Troop Issue      |
| (47) <input type="checkbox"/> Price Lists                | (53) <input type="checkbox"/> Subsistence Consumption Records |
| (48) <input type="checkbox"/> Requisitions - Clothing    | (54) <input type="checkbox"/> Other (specify)                 |
| (49) <input type="checkbox"/> Requisitions - Equipment   | _____   |
| (50) <input type="checkbox"/> Requisitions - Subsistence | _____   |
| (51) <input type="checkbox"/> Requisitions - Supplies    | _____   |

## **CHECK THE ITEMS OF EQUIPMENT YOU USE ON YOUR PRESENT JOB:**

(CARD 04: 55-59)

### GENERAL EQUIPMENT

- |   |   |
|---|---|
| (55) <input type="checkbox"/> Adding Machines | (58) <input type="checkbox"/> Conveyors               |
| (56) <input type="checkbox"/> Calculators     | (59) <input type="checkbox"/> Display boards or cases |
| (57) <input type="checkbox"/> Cash Registers  |   |

(continued next page)



**BACKGROUND INFORMATION (Continued)**

(CARD 04: 60-73)

(CARD 05: 05-12)

(60) ☐ Floor buffers and scrubbers(72) ☐ Pry bar and dolly(61) ☐ Forklift trucks(73) ☐ Public address system(62) ☐ Handlift trucks(05) ☐ Radio, two-way(63) ☐ Vacuum Cleaners(06) ☐ Scales (dial and beam  
indicating)(64) ☐ Warehouse tugs(07) ☐ Sewing Machines(65) ☐ Hand tools (pliers,  
cleavers, hammers, etc)(08) ☐ Sign making equipment(66) ☐ Key punch or verifier(09) ☐ Skid platforms(67) ☐ Lawn Mowers(10) ☐ Typewriters(68) ☐ Mimeograph or other  
duplicating machines(11) ☐ Tying Machines(69) ☐ Pallets(12) ☐ Other (specify)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_(70) ☐ Pick-up or Panel Trucks  
(exclude refrigerated)(71) ☐ Portable electric sealers

(CARD 05: 13-16)

**CLOTHING SALES EQUIPMENT**(13) ☐ Air Dryer(16) ☐ Other (specify)  
\_\_\_\_\_  
\_\_\_\_\_(14) ☐ Mannequins(15) ☐ Measuring Devices

(CARD 05: 17-20)

**EXCHANGE EQUIPMENT**(17) ☐ Sedans(18) ☐ Station Wagons(20) ☐ Other (specify)  
\_\_\_\_\_  
\_\_\_\_\_(19) ☐ Trucks, Stake  
or Van

**BACKGROUND INFORMATION (Continued)****COMMISSARY AND MEAT PROCESSING EQUIPMENT**

(CARD 05: 21-38)

- |  |   |
|--|---|
| (21) <input type="checkbox"/> Bacon Slicers                | (31) <input type="checkbox"/> Produce Trimmers                      |
| (22) <input type="checkbox"/> Bone Dusters                 | (32) <input type="checkbox"/> Refrigerated Trucks                   |
| (23) <input type="checkbox"/> Coin-counters and Sorters    | (33) <input type="checkbox"/> Scale, Computer and Labeler           |
| (24) <input type="checkbox"/> Hamburger Molding Machines   | (34) <input type="checkbox"/> Scale, Printing and Labelling Machine |
| (25) <input type="checkbox"/> Meat Cutting Saws            | (35) <input type="checkbox"/> Scales, Produce                       |
| (26) <input type="checkbox"/> Meat Grinding Machines       | (36) <input type="checkbox"/> Steam-jacketed Kettles                |
| (27) <input type="checkbox"/> Meat Slicing Machines        | (37) <input type="checkbox"/> Wrapping Machines                     |
| (28) <input type="checkbox"/> Meat Tenderizing Machines    | (38) <input type="checkbox"/> Other (specify)                       |
| (29) <input type="checkbox"/> Pot and Pan Washing Machines | _____   |
| (30) <input type="checkbox"/> Pricing Machines             |   |

**LAUNDRY AND DRY CLEANING EQUIPMENT**

(CARD 05: 39-52)

- |  |   |
|--|---|
| (39) <input type="checkbox"/> Assembly Reel, Sorting   | (46) <input type="checkbox"/> Tanks, Mixing               |
| (40) <input type="checkbox"/> Carts, Trucks and Liners | (47) <input type="checkbox"/> Tagging or Marking Machines |
| (41) <input type="checkbox"/> Flatwork Ironers         | (48) <input type="checkbox"/> Tumblers                    |
| (42) <input type="checkbox"/> Garment Baggers          | (49) <input type="checkbox"/> Vacuum Distillation Units   |
| (43) <input type="checkbox"/> Listing-Pricing Machines | (50) <input type="checkbox"/> Washers and Extractors      |
| (44) <input type="checkbox"/> Paper Measuring Machines | (51) <input type="checkbox"/> Washroom Control Kits       |
| (45) <input type="checkbox"/> Pressing Units           | (52) <input type="checkbox"/> Other (specify)             |
|  | _____   |

**MORTUARY EQUIPMENT**

(CARD 05: 53-57)

- |  |
|--|
| (53) <input type="checkbox"/> Embalming Equipment        |
| (54) <input type="checkbox"/> Human-Remains Pouches      |
| (55) <input type="checkbox"/> Military Honors Equipment  |
| (56) <input type="checkbox"/> Transfer or Shipping Cases |
| (57) <input type="checkbox"/> Other (specify)            |
| _____  |

**REDISTRIBUTION AND  
MARKETING EQUIPMENT**

(CARD 05: 58-63)

- |   |
|---|
| (58) <input type="checkbox"/> Bailers               |
| (59) <input type="checkbox"/> Bench Grinders        |
| (60) <input type="checkbox"/> Paper Shredders       |
| (61) <input type="checkbox"/> Silver Recovery Units |
| (62) <input type="checkbox"/> Truck Scales          |
| (63) <input type="checkbox"/> Other (specify)       |
| _____   |

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JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 2 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
A. PLANNING AND ORGANIZING (CONTINUED)		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE. 5. SLIGHTLY ABOVE AVERAGE. 6. ABOVE AVERAGE. 7. VERY MUCH ABOVE AVERAGE
19. Negotiate local contracts for concessions, vending machines, or other exchange services			23
20. Plan buildings maintenance requirements			24
21. Plan displays			25
22. Plan equipment maintenance requirements			26
23. Plan for disposition of equipment or property			27
24. Plan for disposition of scrap, salvage, waste, or cooked fat			28
25. Plan for legal advice or services support			29
26. Plan for receipt and storage of merchandise, property, frozen items, or beef carcasses			30
27. Plan layout of facilities			31
28. Plan recruitment programs			32
29. Plan schedules for police escorts in transferring funds for deposit			33
30. Plan training requirements			34
31. Plan War Readiness Materiel (WRM) requirements			35
32. Prepare Clothing Sales Store Operating Program (CSOP)			36
33. Prepare Commissary Operating Program (COP)			37
34. Prepare Exchange Operating Statements (AAFES Form OXF 133)			38
35. Prepare financial programs or budgets			39
36. Prepare merchandising plans			40
(continued next page)			



JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 4 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
B. DIRECTING AND IMPLEMENTING		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE. 5. SLIGHTLY ABOVE AVERAGE. 6. ABOVE AVERAGE. 7. VERY MUCH ABOVE AVERAGE
1. Assign individuals to duty positions			50
2. Brief employees on Standards of Conduct (AFR 30-30)			51
3. Certify time cards			52
4. Compute stock control levels			53
5. Conduct cost surveys to adjust prices or service charges			54
6. Conduct security or safety meetings			55
7. Coordinate investigative actions with legal or other personnel			56
8. Coordinate linen exchange policies and procedures between exchange points and squadrons			57
9. Coordinate overseas donation programs with Department of State representatives			58
10. Coordinate publicity with local information media			59
11. Coordinate security clearances for nonappropriated fund employees with clearance authority			60
12. Coordinate War Readiness Materiel (WRM) standby levels with subordinate activities			61
13. Establish production or performance standards			62
14. Establish work priorities			63
15. Execute or initiate bond applications			64
16. Interpret policies and directives			65
17. Interview or hire personnel			66
18. Manage Air Force laundry and dry cleaning plant			67
(continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 5 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE. 5. SLIGHTLY ABOVE AVERAGE. 6. ABOVE AVERAGE. 7. VERY MUCH ABOVE AVERAGE
B. DIRECTING AND IMPLEMENTING (CONTINUED)			
19. Manage Air Force mortuary or morgue (Overseas)			68
20. Manage billeting or housing activities			69
21. Manage book store			70
22. Manage bulk warehouse retail outlet clothing sales			71
23. Manage central meat processing facility			72
24. Manage clothing sales store			06:73
25. Manage commissary meat department			5
26. Manage commissary sales store			6
27. Manage commissary warehouses			7
28. Manage dry cleaning facility			8
29. Manage grocery Department			9
30. Manage laundry facility			10
31. Manage linen exchange activities			11
32. Manage mortuary affairs (CONUS)			12
33. Manage NCO Club			13
34. Manage one or more branches of redistribution and marketing			14
35. Manage one or more exchange retail departments			15
36. Manage produce department			16

(continued next page)



JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 6 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
B. DIRECTING AND IMPLEMENTING (CONTINUED)		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
37. Manage records office			17
38. Manage site exchange			18
39. Monitor audits or inspections programs			19
40. Monitor cost reduction or zero defects programs			20
41. Monitor On-the-Job Training (OJT) programs			21
42. Orient newly-assigned personnel			22
43. Prepare accident reports			23
44. Prepare airmen performance reports (AF Forms 909 910, 911)			24
45. Prepare discrepancy reports			25
46. Prepare equipment requisitions			26
47. Prepare forms or publications requisitions			27
48. Prepare job or position descriptions			28
49. Prepare Notice of Annual Performance Ratings on Civilian employees (AF Form 671)			29
50. Prepare or initiate airmen personnel actions, such as AF Form 1098			30
51. Prepare or initiate civilian personnel actions, such as promotions or reassignments			31
52. Prepare replies to inspections or audits			32
53. Prepare requests for drivers test			33
54. Prepare requests for personnel or organizational changes			34

(continued next page)

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 7 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
B. DIRECTING AND IMPLEMENTING (CONTINUED)		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE. 5. SLIGHTLY ABOVE AVERAGE. 6. ABOVE AVERAGE. 7. VERY MUCH ABOVE AVERAGE
55. Prepare requests for transportation vehicles			35
56. Prepare tools or supplies requisitions			36
57. Prepare written justifications for amendments to or renewals of contracts			37
58. Provide staff assistance to subordinate organizations			38
59. Retain or hire professional auctioneers			39
60. Schedule flow of accounting records or documents			40
61. Schedule leaves and passes			41
62. Supervise concessionaires, service stations, or other exchange services activity			42
63. Supervise loading or unloading of property, subsistence, or merchandise			43
64. Supervise military Administrative Specialists or Supervisors, AFSC 70230, 70250, 70270			44
65. Supervise military Apprentice Meatcutters, AFSC 61230			45
66. Supervise military Apprentice Supply Service Specialists, AFSC 61130			46
67. Supervise military Materiel Facilities Specialists or Supervisors, AFSC 64730, 64750, or 64770			47
68. Supervise military Meatcutters, AFSC 61250			48
69. Supervise military Meat Processing Supervisors, AFSC 61270			49
70. Supervise military Supply Services Specialists, AFSC 61150			50
71. Supervise military Supply Services Supervisors, AFSC 61170			51
72. Supervise military truck drivers			52

(continued next page)



JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 9 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
C. INSPECTING AND EVALUATING		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. Estimate cost of care and handling of excess property			60
2. Evaluate and analyze workloads			61
3. Evaluate COPS and prepare Commissary Operating Program, RCS: HAF C-28			62
4. Evaluate CSOPs and Prepare Clothing Sales Operating Program, RCS: HAF C-28			63
5. Evaluate displays			64
6. Evaluate exchanges requests for exceptions to activity and item limitations			65
7. Evaluate financial programs or budgets			66
8. Evaluate fire prevention practices			67
9. Evaluate meatcutting or processing procedures			68
10. Evaluate misappropriation precautions			69
11. Evaluate or prepare Analysis of Reports and Program Progress, Clothing Division, RCS: AF-C160			70
12. Evaluate pilferage and breakage precautions			71
13. Evaluate pricing and markup procedures			72
14. Evaluate produce processing procedures			07:73
15. Evaluate property handling procedures			5
16. Evaluate quality of mortuary services			6
17. Evaluate reports, such as inspection, survey or auditing			7
18. Evaluate requisitions or purchase orders			8
(continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 10 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
C. INSPECTING AND EVALUATING (CONTINUED)		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE. 5. SLIGHTLY ABOVE AVERAGE. 6. ABOVE AVERAGE. 7. VERY MUCH ABOVE AVERAGE
19. Evaluate safety practices			9
20. Evaluate sanitation practices			10
21. Evaluate security practices			11
22. Evaluate stock levels procedures			12
23. Evaluate suggestions or complaints			13
24. Inspect and record refrigerator temperatures			14
25. Inspect and road test exchange vehicles (AAFES Form XA 3)			15
26. Inspect concessionaires activities			16
27. Inspect contract funeral homes			17
28. Inspect dry cleaning facilities			18
29. Inspect equipment for operation and maintenance			19
30. Inspect food service activities			20
31. Inspect food waste segregation at generating activities			21
32. Inspect handtools or operating supplies			22
33. Inspect housing or billeting quarters			23
34. Inspect human remains shipping or transfer cases			24
35. Inspect items in storage			25
36. Inspect laundry facilities			26
(continued next page)			



JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 12 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
D. CONDUCTING FORMAL AND JOB PROFICIENCY TRAINING		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. Assign OJT trainers			37
2. Conduct customer relations training			38
3. Conduct formal OJT training sessions off the job			39
4. Conduct group training on the job			40
5. Conduct individual training on the job			41
6. Conduct resident technical course training			42
7. Counsel airmen on career and educational opportunities			43
8. Counsel individuals on training progress			44
9. Evaluate course materials or training methods			45
10. Evaluate individuals for specialty knowledge tests (SKTs)			46
11. Evaluate Specialty Training Standards (STSs)			47
12. Maintain training progress records, such as AF Form 623			48
13. Prepare, administer, or score tests			49
14. Prepare job proficiency guides (JPGs)			50
15. Prepare lesson plans			51
16. Prepare OJT programs for individual trainees			52
17. Rotate position assignments			53
18. Schedule training			54
(continued next page)			





JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 14 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
E. PERFORMING INVENTORY FUNCTIONS		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. Brief disinterested inventory teams			60
2. Inventory containers			61
3. Inventory decedent's personal property (AF Form 1122 and 1122a)			62
4. Inventory equipment, handtools, or vehicles			63
5. Inventory expendable supply items			64
6. Inventory fixed assets			65
7. Inventory furniture and accessories			66
8. Inventory human remains transfer or shipping cases			67
9. Inventory laundry work-in-process			68
10. Inventory linen exchange items			69
11. Inventory money			70
12. Inventory sales store stocks			71
13. Inventory warehouse stocks			72
14. Plan and schedule independent inventories			08:73
15. Post inventories to stock or other records			5
16. Prepare cards for mechanized inventories			6
17. Prepare Category II equipment allowance droppage			7
18. Prepare Certificate of Gains, Losses, and Discrepancies (AF Form 51)			8

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 15 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
E. PERFORMING INVENTORY FUNCTIONS (CONTINUED)		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE. 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
19. Prepare excess stock or property lists			9
20. Prepare inventory adjustment vouchers			10
21. Prepare inventory instructions, location charts, or preinventory sheets			11
22. Prepare Reports of Survey on inventories (DD Form 200)			12
23. Prepare reports on monetary values of inventories			13
24. Prepare requests for inventory teams or auditors			14
25. Supervise disinterested inventory teams			15
26. Verify or reconcile inventories			16
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet			

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 16 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
F. MAINTAINING EQUIPMENT, TOOLS, AND FACILITIES		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. Clean and adjust scales			17
2. Clean display cases, furniture, or fixtures			18
3. Clean or repair human remains transfer cases			19
4. Lubricate excess equipment			20
5. Maintain handtools			21
6. Paint equipment			22
7. Perform minor repairs on vehicles or trucks			23
8. Perform routine preventive maintenance on food preparation equipment			24
9. Perform routine preventive maintenance on Materials Handling Equipment (MHE)			25
10. Perform routine preventive maintenance on meat processing equipment			26
11. Prepare or post signs and posters			27
12. Prepare requests for equipment maintenance			28
13. Prepare request for vermin or rodent exterminations			29
14. Prepare unsatisfactory reports on equipment or supplies			30
15. Prepare USAF Excess and Surplus Turn-In Documents (AF Form 695-7) on excess property or waste materials			31
16. Prepare work orders for buildings maintenance			32
17. Repair pallets and skid platforms			33
18. Schedule maintenance of grounds or buildings			34
(continued next page)			



JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 18 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
G. RECEIVING AND DISBURSING CASH		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. Approve personal checks			38
2. Change safe combinations			39
3. Clear cash registers and withdraw cash for deposits			40
4. Collect dishonored checks or delinquent accounts			41
5. Collect money for laundry or dry cleaning services			42
6. Collect money for surplus property sales			43
7. Collect reimbursements for mortuary services			44
8. Collect service charges for housing or quarters			45
9. Count change funds			46
10. Deliver cash receipts and backup records to laundry plant			47
11. Deposit cash receipts or reimbursable funds			48
12. Disburse cash for purchases			49
13. Issue change funds to cashiers			50
14. Maintain petty cash funds			51
15. Operate cash registers			52
16. Prepare and sign pay vouchers			53
17. Prepare Cash Collection-Reconciliation and Receipt (AF Form 331)			54
18. Prepare Cash Collection Vouchers (DD Form 1131)			55
(continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 19 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
G. RECEIVING AND DISBURSING CASH (CONTINUED)		✓ IF DONE NOW	1. VERY MUCH BE LOW AVERAGE. 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
19. Prepare Cashiers Credit Slips (AF Form 461)			56
20. Prepare cash receipts vouchers			57
21. Prepare cash register adjustment vouchers			58
22. Prepare Cash Report-Site Exchange Activity (AAFES Form XF-203)			59
23. Prepare Cash Sale Refund Certificates (AF Form 664)			60
24. Prepare consolidated financial reports			61
25. Prepare consolidated summary of cash receipts			62
26. Prepare or verify daily summary of cash receipts			63
27. Prepare reports of deposits			64
28. Prepare requests for changes in safe combinations			65
29. Read and record readings on concession cash registers			66
30. Safeguard cash receipts and change funds			67
31. Verify and sign change fund receipts			68
32. Verify authority of personnel to enter money area			69
33. Verify surcharge totals against sales totals			70
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet			

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 20 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
H. PERFORMING ADMINISTRATIVE FUNCTIONS		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. Dispose of records or reports (AFM 181-5)			71
2. Issue administrative supplies			72
3. Maintain and review authorized signature cards			09:73
4. Maintain correspondence files			5
5. Maintain current file on exchange services activities, such as agreements and insurance			6
6. Maintain dishonored checks lists			7
7. Maintain effectiveness files on exchange services activities			8
8. Maintain equipment records or reports files			9
9. Maintain facility planning files			10
10. Maintain food allowances issues or ration files			11
11. Maintain food handlers or health certificates files			12
12. Maintain inspection suspense files			13
13. Maintain inventory files			14
14. Maintain operating equipment inspection records			15
15. Maintain publications files			16
16. Post price lists			17
17. Prepare duty rosters			18
18. Prepare MILSTRIP requisitions			19
(continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		APSC 611X0 612X0	PAGE 21 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
H. PERFORMING ADMINISTRATIVE FUNCTIONS (CONTINUED)		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE. 5. SLIGHTLY ABOVE AVERAGE. 6. ABOVE AVERAGE. 7. VERY MUCH ABOVE AVERAGE
19. Prepare Non-MILSTRIP requisitions			20
20. Prepare payroll checks			21
21. Prepare price lists of unmarked items for cashiers			22
22. Prepare price lists or price list worksheets			23
23. Prepare reports on sanitary, security, or safety conditions			24
24. Prepare requests for legal assistance			25
25. Prepare requests for printing			26
26. Prepare requests for purchases			27
27. Prepare time and attendance or other civilian personnel records			28
28. Schedule health examinations			29
29. Type correspondence, forms, or reports			30
30. Verify customer's authority to purchase			31
31. Write correspondence, reports, or messages			32
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet			



JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 22 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
I. RECEIVING AND STORING STOCKS AND PROPERTY		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. Bail scrap metals, rags, or papers			33
2. Build storage racks or ground supports			34
3. Classify property			35
4. Compute tolerance allowances			36
5. Condemn clothing items			37
6. Coordinate shipment rejections or acceptances with procurement officer			38
7. Correct errors in receiving reports			39
8. Demilitarize property, such as lift rafts, parachutes, and outer clothing			40
9. Determine special protection requirements for stored items			41
10. Dispose of rubbish materials			42
11. Establish storage rotation cycles			43
12. Identify items containing precious or critical metals			44
13. Identify metals			45
14. Inspect incoming stocks or property for identity, quantity, and condition			46
15. Load or unload stocks or property			47
16. Mark cases or containers			48
17. Mark, tag, or label excess property received			49
18. Pack items requiring special storage			50
(continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 23 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
I. RECEIVING AND STORING STOCKS AND PROPERTY (CONTINUED)		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE. 5. SLIGHTLY ABOVE AVERAGE. 6. ABOVE AVERAGE. 7. VERY MUCH ABOVE AVERAGE.
19. Palletize items for storage			51
20. Perform chemical or spectographic analyses of metals			52
21. Prepare receiving reports			53
22. Prepare Reports of Damaged or Improper Shipments (DD Form 6)			54
23. Prepare requests for cleaning or repair of clothing received			55
24. Prepare requests for metal analyses			56
25. Prepare requests for repair costs on excess property received			57
26. Price and date food items			58
27. Pull and price mark subsistence for resale store			59
28. Receive and record turn-ins to commissary			60
29. Remove spoiled items from storage			61
30. Repack opened cases or containers			62
31. Rotate stored items			63
32. Segregate scrap, salvage, and waste			64
33. Shred waste paper products			65
34. Store stocks or property in warehouse or backup storage			66
35. Test-weigh perishable items			67
36. Treat items to prevent mildew, fungus, or moth damage			68
(continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		AFSC 612X0 611X0	PAGE 24 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
I. RECEIVING AND STORING STOCKS AND PROPERTY (CONTINUED)		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
37. Weigh and mark or tag carcass meats			69
38. Weigh excess property received			70
39. Weigh incoming exchange food shipments			71
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet			

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 25 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
J. ISSUING, TRANSFERRING, AND DELIVERING STOCKS AND PROPERTY		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. Complete and sign Subsistence Requests (AF Form 287)			72
2. Compute monetary values of turn-ins			10:73
3. Deliver or transport property			5
4. Deliver or transport subsistence or merchandise			6
5. Issue safety equipment			7
-6. Issue test samples to veterinarians			8
7. Maintain abstracts of items transferred or issued (DD Form 743)			9
8. Open and inspect sealed containers			10
9. Pack, wrap, and label stock or property shipments			11
10. Prepare Abstract of Reimbursable Sales/Issues (AF Form 363)			12
11. Prepare DOD Single Line Item Release/Receipt Documents on shipments (DD Form 1348-1)			13
12. Prepare Requests for Issues or Turn-Ins (DD Form 1150)			14
13. Prepare Tally-In-Out (AF Form 129) for transfers, issues, or turn-ins			15
14. Prepare Transfer Voucher on Issues/Returns (AAFES Form XF-6)			16
15. Reconcile Abstract of Reimbursable Sales/Issues with Statements of Account (AF Form 1329)			17
16. Schedule dates for subsistence issues and requests			18
17. Verify issue transactions			19
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet			



JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 27 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
K. PERFORMING CENTRAL MEAT PROCESSING FACILITY FUNCTIONS		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. Adjust saws for individual portion controlled servings			20
2. Compute authorized monetary allowances for issues to dining halls			21
3. Compute edible meat yields and losses			22
4. Coordinate laundry of frocks with linen exchange or supply			23
5. Count and weigh individual servings issued to dining halls			24
6. Cut bones for soup stocks or gravies			25
7. Cut whole carcasses of beef, veal, pork, or lamb			26
8. Deliver block ice to food service facilities			27
9. Grind meat			28
10. Identify and process primal cuts into roasts, steaks, chops, stew, or ground meats for dining halls			29
11. Issue rendered fats to dining halls			30
12. Line pans with paper			31
13. Pack and store rendered fats			32
14. Prepare daily control processing sheets			33
15. Prepare monthly plant operations reports			34
16. Process poultry for dining hall issues			35
17. Process variety meats, such as livers			36
18. Receive and deliver subsistence supplies to food service facilities			37
(continued next page)			







JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 30 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
L. REDISTRIBUTING AND MARKETING EXCESS AND SURPLUS PROPERTY		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. Arrange for reclamation or demilitarization of excess aircraft or missiles			46
2. Conduct spot bid sales			47
3. Determine time required for screening excess property			48
4. Edit USAF Excess and Surplus Turn-In Documents upon receipt of property (AF Form 695-7)			49
5. Enter property locations in Section V, AF Form 695-7			50
6. Enter redistribution actions in Section IV, AF Form 695-7			51
7. Establish inspection periods for purchasers			52
8. Inspect property and complete Section II, AF Form 695-7			53
9. Locate and describe property for individual buyers			54
10. Maintain bidders or debarred bidders lists			55
11. Maintain class and item files			56
12. Maintain completed files			57
13. Maintain donation suspense files			58
14. Maintain reportable property records and files			59
15. Prepare and maintain document registers			60
16. Prepare consolidated scrap and waste records or reports			61
17. Prepare Excess and Surplus Inventory Data reports (AF Form 362)			62
18. Prepare Excess and Surplus Property Records (AF Form 274)			63
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1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
M. PERFORMING COMMISSARY MANAGEMENT FUNCTIONS		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. Assign or cancel voucher numbers			6
2. Compute consumption data			7
3. Compute gains or losses for grocery department			8
4. Compute gains or losses for meat department			9
5. Compute gains or losses for produce department			10
6. Compute gains or losses for warehouse division			11
7. Compute monetary value of daily food allowances			12
8. Compute monetary value of food cost index			13
9. Compute resale requirements			14
10. Compute troop feeding requirements			15
11. Conduct on-site produce purchases			16
12. Coordinate laundry services with contractors			17
13. Coordinate master menu revisions with food service			18
14. Establish resale prices on government-baked bakery products			19
15. Maintain Commissary Distribution Journal and Control Record (AF Form 1230)			20
16. Maintain Controlled Multiple Address Letters (CMAL)			21
17. Maintain Purchase Request Register (AF Form 460)			22
18. Maintain requisitions due-in files			23
(continued next page)			



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1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
N. OPERATING COMMISSARY SALES STORE		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. Analyze ground beef for fat content			37
2. Check and identify rewrapped items			38
3. Check and rotate sales store stocks			39
4. Compute selling prices on meat and meat products			40
5. Compute selling prices on processed produce			41
6. Coordinate distribution of sample products with medical authorities			42
7. Coordinate issues or transfer of fat trimmings with food service activities			43
8. Correct errors in check-out prices			44
9. Cut primal meat cuts into retail cuts			45
10. Identify fat and meat trimmings			46
11. Identify, label price, and weigh retail meat cuts using packaging machine			47
12. Plan and conduct meat cutting tests			48
13. Plan and conduct produce processing tests			49
14. Prepare adding machine tapes on coupons			50
15. Prepare invoices on salvable meat or waste items			51
16. Prepare luncheon meats and cheeses for resale			52
17. Prepare poultry for resale			53
18. Prepare Processed Item Test records (AF Form 400)			54
(continued next page)			

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1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
N. OPERATING COMMISSARY SALES STORE (CONTINUED)		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE. 5. SLIGHTLY ABOVE AVERAGE. 6. ABOVE AVERAGE. 7. VERY MUCH ABOVE AVERAGE.
19. Price mark sales store stocks			55
20. Record freezer orders			56
21. Reprocess cut meats			57
22. Reprocess wrapped produce			58
23. Review and approve issue requests from organizations			59
24. Select meat for special sales			60
25. Select produce for special sales			61
26. Select wrapping materials			62
27. Stock grocery shelves			63
28. Trim and tray retail meat cuts			64
29. Trim bulk produce			65
30. Weigh, price, and label packaged produce			66
31. Wrap and seal retail meat cuts			67
32. Wrap or package bulk produce			68
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet			





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1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
0. OPERATING CLOTHING SALES STORE		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE. 5. SLIGHTLY ABOVE AVERAGE. 6. ABOVE AVERAGE. 7. VERY MUCH ABOVE AVERAGE
1. Assign priority to requisitions			69
2. Classify exchange garments			70
3. Compare financial records with Clothing Sales Store Operating Program (CSOP)			71
4. Complete clothing request and receipt on original issues (Lackland Training Center Form 68 or 69)			72
5. Compute reorder points			12:73
6. Counsel purchasers on authorized or required garments and fittings			5
7. Dress and display mannequins			6
8. Initiate followup actions on requisitions			7
9. Maintain Document Register (AF Form 1531)			8
10. Maintain Federal Supply Catalog			9
11. Maintain followup action on special requisitions			10
12. Maintain informal records on Test Service Garments			11
13. Maintain Supply Document Register (AF Form 36)			12
14. Measure customers for alterations and special measurement clothing items			13
15. Measure customers for standard stock or special measurement footwear			14
16. Prepare certificates of nonavailability of clothing (AF Form 1456)			15
17. Prepare Clothing Request and Receipt records (AF Form 656)			16
18. Prepare Detail Billing Card reports on excess quantities (DD Form 1348m-3)			17
(continued next page)			

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1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.			Check	TIME SPENT Current Job	
0. OPERATING CLOTHING SALES STORE (CONTINUED)			✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE	
19. Prepare DOD Single Line Item Requisition System Documents (DD Form 1348 or 1348m)				18	
20. Prepare Record of Daily Sales (AF Form 663)				19	
21. Prepare requests for cost estimates on repairs or alterations				20	
22. Prepare requisitions for special measurement female clothing (DD Form 1111)				21	
23. Prepare requisitions for special measurement footwear (DD Form 150)				22	
24. Prepare requisition work sheets or punch card transcripts				23	
25. Reconcile outstanding requisitions with Defense Personnel Support Center (DPSC)				24	
26. Reconcile store records with stock fund accountant records				25	
27. Repack clothing for storage				26	
28. Request or receive and interpret shipping and supply status from DPSC				27	
29. Sell clothing				28	
30. Stock shelves or racks in sales store				29	
31. Transmit or submit requisitions by transceiver				30	
32. Verify accounting and finance certificates				31	
33. Verify and correct sales document errors				32	
34. Void cash sales slips				33	
35. Weigh personnel				34	
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet					



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1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
P. OPERATING HOUSING AND BILLETING ACTIVITIES			
1. Assign bachelor or transient quarters to personnel			35
2. Assign public quarters or rental units to personnel			36
3. Coordinate housing property requirements with Equipment Management Office (EMO)			37
4. Deliver mail or messages to occupants			38
5. Deliver or transport employees and equipment to work areas			39
6. Issue certificates of nonavailability of quarters			40
7. Maintain file of applications for housing or trailer spaces			41
8. Maintain Guest House Register			42
9. Maintain listing of house cleaning firms			43
10. Maintain listings of Off Base Housing (AF Form 1644)			44
11. Maintain records on locations of furniture or equipment			45
12. Maintain reservations log books			46
13. Prepare Bachelor Housing and Guest House Utilization/Occupancy Reports (AF Form 515)			47
14. Prepare Guest House statements			48
15. Prepare justifications for construction, allocation, or utilization of quarters			49
16. Prepare reports of Inventory and Occupancy of Military Owned and Controlled Family Housing Units (DD Form 1410)			50
17. Prepare Statement of Facilities and Assignments (DD Form 1411)			51
18. Prepare World-Wide Housing Availability Reports (AF Form 557)			52
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1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
P. OPERATING HOUSING AND BILLETING ACTIVITIES (CONTINUED)		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
19. Prepare written notifications of service charges for quarters			53
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet			





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1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
R. MANAGING MORTUARY AFFAIRS		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE. 5. SLIGHTLY ABOVE AVERAGE. 6. ABOVE AVERAGE. 7. VERY MUCH ABOVE AVERAGE
1. Confer with civil authorities on the development of procedures for moving remains			66
2. Coordinate award of contracts or agreements with procurement officer			67
3. Coordinate changes in reimbursable contract prices			68
4. Coordinate disposition of personal property actions and documents			69
5. Coordinate information furnished next of kin (NOK) with decedent's home installation			70
6. Counsel and help sponsors complete Disposition of Remains-Reimbursable Basis (AF Form 375)			71
7. Counsel NOK on mortuary services			72
8. Determine eligibility of individuals for authorized mortuary benefits			13:73
9. Identify persons entitled to direct disposition of human remains			5
10. Negotiate one-time purchases on mortuary services			6
11. Prepare records and followup actions on transfer cases			7
12. Prepare reports on status of remains			8
13. Prepare requests for disposition instructions on deceased persons			9
14. Prepare requests for other Armed Forces to prepare and ship Air Force human remains			10
15. Resolve problems on reimbursements for interment			11
16. Review and process Requests for Payment of Funeral and/or Interment Expenses (DD Form 1375)			12
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet			



JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 46 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
S. RECOVERING ACCIDENT VICTIMS			
1. Collect and tag personal effects of accident victims			13
2. Coordinate completed Identification Findings and Conclusions (AF Form 697 and 697a)			14
3. Obtain facilities for processing human remains at accident sites			15
4. Obtain services required to search areas and recover human remains			16
5. Prepare requests for arrangement of transportation of relatives to group burials			17
6. Prepare requests for designation of national cemetery for group interments			18
7. Prepare requests for identification specialists			19
8. Prepare requests for issuance of invitational travel orders			20
9. Prepare requests for photographs of disaster areas			21
10. Prepare requests for records needed in identification processing			22
11. Prepare search, recovery, or identification progress reports			23
12. Prepare sketches of accident areas			24
13. Review or coordinate cost of recovery expenditures			25
14. Search accident areas for human remains			26
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet			

JOB INVENTORY (DUTY - TASK LIST)		AFSC 611X0 612X0	PAGE 47 OF 61 PAGES
1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
T. PREPARING AND TRANSPORTING HUMAN REMAINS		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. Brief next of kin on Application for Headstone or Marker (DD Form 1330)			27
2. Brief summary court and escorts			28
3. Coordinate arrangements for relatives or friends to travel as attendants when remains are shipped by rail			29
4. Coordinate funeral services with superintendent of national cemetery			30
5. Coordinate issues of death certificates with civil authorities			31
6. Coordinate transportation charges for transfer cases with traffic representatives			32
7. Counsel next of kin on interment and reservation of grave sites in base cemeteries			33
8. Identify uniforms authorized for burials			34
9. Inspect caskets, sealed plastic sheets, or shipping cases			35
10. Inspect human remains after preparation			36
11. Instruct funeral directors on procedures for obtaining shipping permits for human remains			37
12. Issue Report of Casualty to next of kin (DD Form 1300)			38
13. Obtain copies of Certificate of Death (Overseas) AF Form 716			39
14. Place remains and clothing in transfer cases			40
15. Prepare requests for appointments of escorts or summary court			41
16. Prepare requests for disposition instructions on unclaimed human remains			42
17. Purchase burial clothing, accoutrements, or insignia for deceased military personnel			43
18. Reinspect remains at Aerial Port of Entry			44
(continued next page)			



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1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
U. DISPOSING OF HUMAN REMAINS		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE. 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE. 5. SLIGHTLY ABOVE AVERAGE. 6. ABOVE AVERAGE. 7. VERY MUCH ABOVE AVERAGE.
1. Arrange for aircraft to scatter ashes			48
2. Arrange for burials at sea			49
3. Arrange for shipment of cremated remains			50
4. Brief funeral party			51
5. Complete Checklist, Current Deaths Occurring Inside CONUS (AF Form 592)			52
6. Complete Checklist, Current Deaths Occurring Outside CONUS (AF Form 591)			53
7. Coordinate arrangements for cremations with funeral directors			54
8. Coordinate disposition of remains of other Armed Forces personnel with area commanders			55
9. Coordinate participation of fraternal or patriotic organizations with funeral directors			56
10. Plan military funerals			57
11. Prepare human remains releases for signatures			58
12. Prepare personal letters on the disposition of remains			59
13. Prepare requests for military honors			60
14. Prepare requests for personnel to act as funeral party			61
15. Secure equipment for military funeral ceremonies			62
16. Supervise military honors			63
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet			



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1. Check tasks you perform now (✓) 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
V. OPERATING LAUNDRY AND DRY CLEANING ACTIVITIES			
1. Assemble finished laundry or dry cleaning bundles			64
2. Assemble or disassemble field laundry equipment			65
3. Bag finished laundry or dry cleaning items			66
4. Classify and mark laundry or dry cleaning			67
5. Clear "B" register totals from listing and pricing machines			68
6. Correct finished bundle discrepancies			69
7. Count items received			70
8. Decontaminate and impregnate clothing			71
9. Deliver bulk laundry or dry cleaning to organizations			72
10. Deliver laundry or dry cleaning to collection points			14:73
11. Dispose of abandoned laundry or dry cleaning			5
12. Establish maximum number of dry cleaning bundles per lot			6
13. Filter and distill cleaning solvents			7
14. Finish articles on laundry or dry cleaning presses			8
15. Finish flatwork on flatwork ironers			9
16. Finish garments			10
17. Identify fabrics			11
18. Identify stains			12
(continued next page)			

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1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
V. OPERATING LAUNDRY AND DRY CLEANING ACTIVITIES (CONTINUED)		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
19. Inspect articles for damage or tears			13
20. List and price sales tickets			14
21. Load and unload tumblers			15
22. Load and unload washers and extractors			16
23. Mend articles on sewing machines			17
24. Mend garments or other items by hand			18
25. Mount equipment on skids or trailers			19
26. Obtain receipts for delivered laundry or dry cleaning			20
27. Pack or crate laundry or dry cleaning equipment			21
28. Post washing formulas on equipment			22
29. Prepare dry cleaning or laundry sales tickets (AF Form 325 or 326)			23
30. Prepare Laundry and Dry Cleaning Collection and Delivery Records (AF Form 314)			24
31. Prepare Laundry Lot Tickets (AF Form 339)			25
32. Prepare monthly machines tapes on lot tickets			26
33. Prepare reports on Unit Operating Cost Sheets (AF Forms 639 and 882)			27
34. Prepare requests for water disposal instructions			28
35. Prepare personal clothing claims			29
36. Remove spots or stains			30
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1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
W. PREPARING AND MAINTAINING LAUNDRY AND DRY CLEANING RECORDS		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. Assign bundle numbers to sales tickets			40
2. Assign code designators to collections points or organizations			41
3. Authorize cash settlements on lost or damaged items (SF 1034)			42
4. Determine gains or losses			43
5. Prenumber laundry or dry cleaning sales tickets			44
6. Prepare Abstract of Bulkwork (AF Form 291)			45
7. Prepare affidavits necessary to initiate reports of survey			46
8. Prepare balance sheets and statements of revenues and expenses			47
9. Prepare Daily Time and Production Record for laundry or dry cleaning departments (AF Form 881)			48
10. Prepare individual daily performance records			49
11. Prepare Laundry and Dry Cleaning Operation reports (AF Form 318)			50
12. Prepare requests for standby equipment			51
13. Prepare summary of daily production and manhour data on AF Form 882			52
14. Prepare summary reports on revenue, costs, and aged accounts receivable, RC: XBB C-19			53
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet			



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1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE. 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE. 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
X. OPERATING EXCHANGE SERVICES ACTIVITIES			
1. Compute selling prices on food concessions, such as ice cream and popcorn machines			54
2. Compute yields, portion sizes, selling prices, or planned gross profits for food service activities			55
3. Coordinate master menus with dining hall menus			56
4. Explain operational discrepancies to defaulting operators			57
5. Maintain Activity Card files (AAFES Form XS-1)			58
6. Maintain Amusement and Service Machine Record Cards (AAFES Form XS-2)			59
7. Maintain forms records of concessions			60
8. Maintain garage or service station records			61
9. Maintain Insurance Records Cards (AAFES Form XS-5)			62
10. Maintain open applications files (AAFES Form XS-3)			63
11. Maintain Pump Island Cash Control Records (AAFES Form XS-16)			64
12. Maintain Utility Card Files on meters (AAFES Form XS-13)			65
13. Maintain Vending Machine Record cards (AAFES Form XS-14)			66
14. Post food prices in feeding activities			67
15. Post lists of automotive service jobs and gasoline prices			68
16. Prepare applications for State Tax rebate allowance for gasoline shrinkage			69
17. Prepare Charge or Credit Vouchers (AAFES Form XF-5 or OXF-5)			70
18. Prepare Daily Food Activity Reports (AAFES Form XS-8)			71
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1. Check tasks you perform now (✓). 2. Add any tasks you do now which are not listed. 3. In the "Time Spent" column, rate checked (✓) tasks on time spent in your present job.		Check	TIME SPENT Current Job
Y. OPERATING EXCHANGE SERVICES RETAIL ACTIVITIES		✓ IF DONE NOW	1. VERY MUCH BE- LOW AVERAGE 2. BELOW AVERAGE 3. SLIGHTLY BE- LOW AVERAGE 4. ABOUT AVERAGE 5. SLIGHTLY ABOVE AVERAGE 6. ABOVE AVERAGE 7. VERY MUCH ABOVE AVERAGE
1. Affix AAFES vehicle license plates or other tags on equipment			13
2. Coordinate shipments with postal, airlift, or other transportation authority			14
3. Maintain exchange vehicle maintenance and service books			15
4. Maintain stock assortment listings			16
5. Maintain vendors experience lists			17
6. Maintain vendors registers			18
7. Prepare applications for AAFES motor vehicle license plates (AAFES Form SA-4)			19
8. Prepare Deferred Payment Plan Tickets (AAFES Form XF-32)			20
9. Prepare merchandise requisitions			21
10. Prepare operating statements			22
11. Prepare Price Change Vouchers (AAFES Form XF-7)			23
12. Prepare procurement records			24
13. Prepare Requests for Disposal of Excess Equipment (DD Form 1328)			25
14. Prepare requests for medical approval of food and beverage vending machines			26
15. Prepare Sales Slips (AAFES Form XF-11)			27
16. Prepare Want Slips (AAFES Form XM-17)			28
17. Replenish retail stock shelves			29
NOTE: If any task you perform under this duty is not listed write it on the blank page at the end of the booklet			





